

University of Kentucky –Recruitment Expenses Policy

To attract the most qualified faculty and staff, the University of Kentucky will reimburse certain expenses incurred during the recruitment process, dependent on department or college funding.

A. Reimbursement of Expenses to Prospective Employees

Prospective employees may be reimbursed for the following expenses incurred during the recruitment process:

1. Actual cost of transportation to and from the interview site, including local transportation. (Expenses for personal automobile use are limited to the amount authorized by University travel regulations).
2. Actual cost of food and lodging.
3. Expenses for transportation, food, and lodging for accompanying partner (limited to one visit).

B. Reimbursement to University Employees for Recruitment Expenses

Prospective employees may participate in recruitment activities (luncheons, dinners, or receptions, etc.) for the purpose of allowing the prospective employee to meet with a search committee, University hosts, and/or faculty/staff within the department. The University employee sponsoring and paying for the recruitment event should submit a DAV form to Accounts Payable requesting reimbursement of expenses incurred. Alcohol may only be reimbursed using discretionary funds (see Discretionary Expenditure Policy).

C. Payment Procedure for Reimbursement of Recruitment Expenses

A DAV form must be submitted for reimbursement of recruitment expenses. Original paid receipts must accompany the form as well as the following information:

1. Delegated Purchasing Authority No. B-3-2-2.
2. Authorized account number.
3. Name of prospective employee.
4. Title of position for which recruitment expenses have been incurred.
5. A listing of University hosts and any accompanying partners attending the activities.
6. Itemized expenditures. Receipts are required for plane fares and lodging expense reimbursement. An itemized statement of subsistence expenses and other expenses, when appropriate, must be submitted by a prospective employee.

The DAV form reimbursing the prospective employee and/or the individual who has incurred recruitment expenses while the prospective employee is on campus should contain the statement, "payment of recruitment expense"; and the following certification: "I certify these expenses were incurred as a result of recruiting for employment by the University of Kentucky."

The DAV shall be signed and approved as follows:

POSITION TYPE	APPROVER
Dean	Provost
Faculty	(Appropriate) Dean
Direct Report To President	President
Staff	Provost or (Appropriate) Executive Vice President

Exceptions to Policy

All exceptions to this policy must be approved in advance by the appropriate President’s Cabinet officer.

Tax Information

Expenses requested that are not supported by original paid receipts (i.e., supported by copies of receipts or by itemized listings only) must be reported to the Internal Revenue Service by the University as 1099 miscellaneous payment. Therefore, a completed W-9 form must be included with the request. The W-9 can be found on the IRS web site www.irs.gov.